



## Part-time Bookkeeper

### Contact

Identity, Inc.  
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[www.identityinc.org](http://www.identityinc.org)

Identity is a statewide 501(c)(3) nonprofit located in Anchorage, Alaska. Identity's mission is to advance Alaska's LGBT community through advocacy, education and connectivity.

### General Information

Closing Date: September 30, 2019  
Location: Anchorage, AK  
Benefits: None  
Salary: \$20/hr  
Status: part-time, 8 hrs/week  
To apply: email a cover letter, resume and two work references to [info@identityinc.org](mailto:info@identityinc.org)

### Description

Identity is looking for a part-time Bookkeeper.

Salary: \$20/hour, 8 hours/week (varies). Flexible schedule. No benefits. Position reports to Board Co-Chairs. For more information about Identity, please visit [www.identityinc.org](http://www.identityinc.org)

### Specific Responsibilities:

The Bookkeeper provides support to the Board of Directors in completing and processing finance requirements.

1. Processing and maintaining accounts payable, accounts receivable for general and gaming accounts, cash receipts, deposits, check and credit card requests and processing 1099's at year end.
2. Process payroll for 2 individuals, including filing monthly and quarterly tax return (941's), AK Unemployment, and year-end W-2's.
3. Assist in preparation of annual gaming reports.
4. Balance and maintain accurate ledgers
5. During fundraising and post-event will track activities, reconcile accounts, and provide Board reports. Expect variable and increased hours at these times.
6. Manage financial files and provide requested documents/backup for grant applications.
7. Prepare monthly Board reports and assistance with the preparation of the annual budget
8. Process and maintain Accounts Receivable and Accounts Payable for start-ups under Identity fiscal sponsorship agreements.
9. Other duties as assigned.

### Qualifications:

1. Prior experience with bookkeeping and payroll required.
2. Prior experience working with QuickBooks and Microsoft Office (specifically Excel) required.
3. Ability to maintain a high level of confidentiality.
4. References and valid identification required.
5. Prior experience working in a non-profit preferred.